



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

FIXED ASSET SPECIALIST

PN # 110437

Building Services

Property Management

N/A

2707 Dalton*

Monday-Friday, 7AM - 4:00 P.M.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provide administrative support in acquiring, tracking, controlling and disposing of the City’s fixed assets. Assists in administering the City’s inventory system by receiving and issuing property items, assigning numbers, maintaining associated accounting records. Participates in scheduled or periodic inventory and disposing of obsolete items. Arrange and complete transfer/disposal of surplus/obsolete items. Tracks asset repair cost and utilization information to assist in making replacement-planning decisions. Resolve inventory/usage discrepancies in inventory system. Identify stolen and lost assets and removes from inventory system.

10 **WORKING CONDITIONS**

The position routinely requires lifting of moderately heavy items, (up to 40 pounds). There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires an Associate’s degree in Materials Management, Business Administration, Accounting or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

One (1) of experience in inventory control or materials management is required.

Two (2) years of professional experience in inventory control/ materials management may be substituted for the degree requirement.

13 **MINIMUM LICENSE REQUIREMENTS**

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).

14 **PREFERENCES**

Preference will be given to those applicants that have strong asset management skills and City SAP training.

15 **SELECTION/SKILLS TESTS REQUIRED** None.

16 **SAFETY IMPACT POSITION** (X) Yes () No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 13

\$824.00 - \$1,484.00 Biweekly \$19,776.00 - \$35,616.00 Annually

18 **OPENING DATE** May 10, 2006

19 **CLOSING DATE** May 23, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer